PERSONNEL ACTIONS HISTORY REPORT
INSTRUCTIONS

Follow the navigation at left.

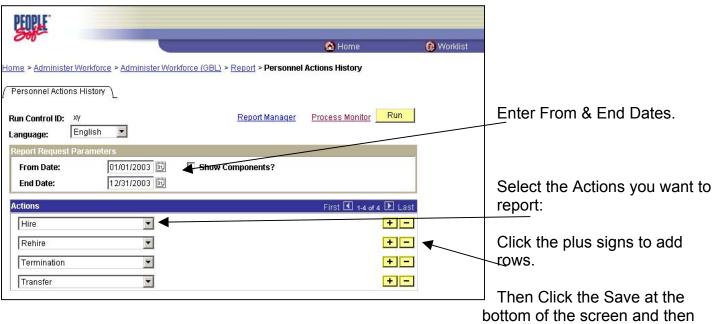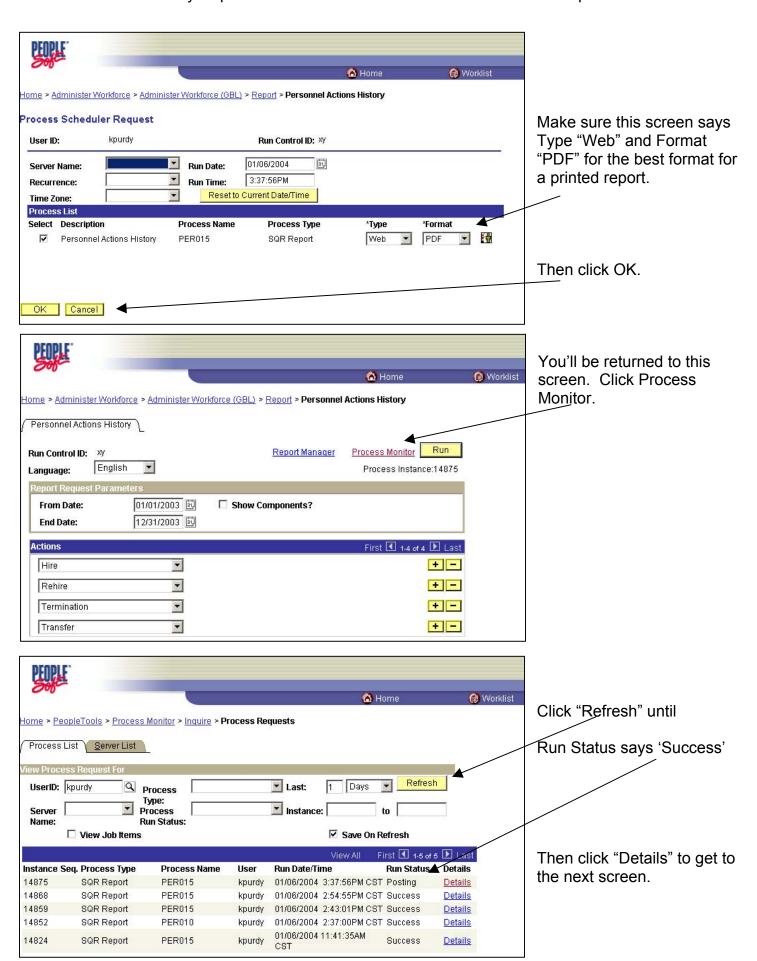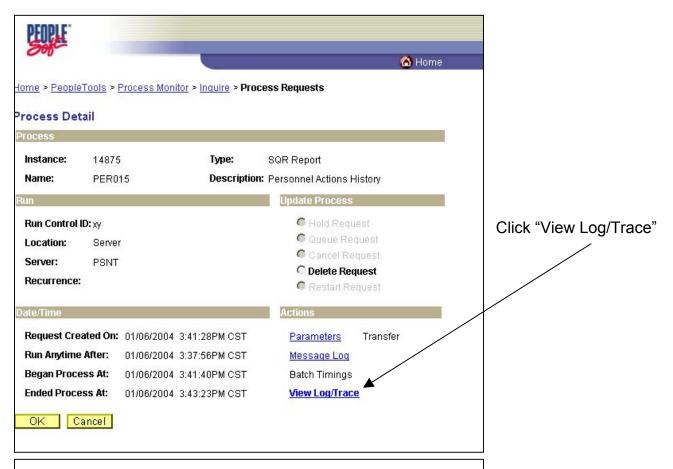Click Add a New Value (if running for the first time) or Search to find a previously created Run Control ID

In Run Control ID: you can use something like your initials, then click Add.

Or if you searched, click the Run Control ID you want to use.

Enter From & End Dates.

Select the Actions you want to report:

Click the plus signs to add rows.

Then Click the Save at the bottom of the screen and then click Run.

Make sure this screen says Type "Web" and Format "PDF" for the best format for a printed report.

Then click OK.

You'll be returned to this screen. Click Process Monitor.

Click "Refresh" until

Run Status says 'Success'

Then click "Details" to get to the next screen.

Click "View Log/Trace"

Finally, click on the ___.PDF file link to load the report in your adobe viewer.